



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PUBLIC ADVOCATE INVESTIGATOR II

Job Number: 20001883

Job Code: 98170V150516

Job Group: 9800 - LAW

Job Established: 06/16/1982

Job Revised: 05/16/2015

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans and participates in the investigation of cases in which the Department for Public Advocacy or local attorneys acting under a public advocacy program are involved; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Four years experience in law enforcement, general investigation or a related field of investigation.

#### **Substitute EDUCATION for EXPERIENCE:**

Completion of 54 semester hours at a college or university will substitute for two years of the required experience; OR a bachelor's degree from a college or university will substitute for the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Eighteen months of experience as a public advocate investigator will substitute for the required experience.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess and maintain a valid driver's license prior to appointment in this classification.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans and performs investigative services including the interviewing of clients, witnesses and prospective witnesses, performs background searches, serves subpoenas, prepares exhibits and testifies in court. Prepares and reviews evidence for reports of all inspections and investigations. Assists in training other investigative personnel within the public advocacy system. Teaches proper investigative techniques, including the use of scientific methods employed in criminal investigation.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Interviews are often conducted in prisons, low-income housing and unfamiliar or confrontational settings. May work irregular hours due to nature of investigative work. Extensive travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*